



Application For Tour Guide

City of Williamsburg
425 Armistead Avenue, Williamsburg, Virginia 23185

In accordance with [City Ordinance Number 26-99](#), an applicant for a tour guide must:

- (1) be a natural person at least 18 years of age; and
- (2) have a high school diploma or the equivalent thereof; and
- (3) complete and submit the application; and
- (4) pass a written examination; and
- (5) pass a criminal history check; and
- (6) if the applicant will act as a tour guide as an employee, show proof of employment by or an outstanding offer of employment from such employer; provide the employer's name, address and telephone number and provide proof that such employer holds a valid business license for such activity, if a business license is required under applicable laws and ordinances; or
- (7) if the applicant will operate as a sole proprietor, show that applicant holds a valid business license or has applied for a business license if a business license is required under applicable laws and ordinances; and
- (8) pay a \$100.00 non-refundable licensing fee to the City finance department, upon successful completion of the test. Payments must be made in the form of cash, check or money orders. *Credit cards are not accepted.*

Please print or use a typewriter to complete the following information. *This application must be signed and acknowledged in the presence of a Notary Public.*

Full Name: _____
First Middle Last Suffix Maiden

Previous Names Used	Dates Used	Circumstances of Name Change

Age: _____ **Height:** _____ **Weight:** _____ **Sex:** _____ **Race:** _____
Optional

Color of eyes: _____ **Color of hair:** _____

Place of Birth: _____ **Date of Birth:** _____
City State

Are you legally eligible for employment in the United States? Yes _____ No _____
(verification will be required)

The City of Williamsburg does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Addresses for the past sixty (60) months, include dates of residence <i>(list current address first)</i> :		
Street Address	City, State and Zipcode	Dates of Residence

Employment during the past sixty (60) months, include dates of employment <i>(list current employment first)</i> :			
Company Name	Street/Mailing Address	City, State and Zipcode	Dates of Employment

School		City/State of School	Course of Study	What year did you graduate?
Elementary				
High School				
College				
Other (specify)				

Please list below any specific experience or skills you have utilized in a capacity as a licensed tour guide:

Within the past sixty (60) months, have you been convicted of a felony or a violation of any Federal, State or Municipal law pertaining to the possession, use or sale of controlled substances? Yes _____ No _____
If Yes, please explain below.

Within the past sixty (60) months, have you been convicted of a misdemeanor involving moral turpitude? Yes _____ No _____
If Yes, please explain below.

Please list below the names of three (3) references who will vouch for your good reputation for sobriety, honesty, and general good character.

Name	Mailing Address	Home Phone Number

I hereby give my permission to contact the employers and references listed above concerning my prior experience. I hereby authorize and consent the Chief of Police to perform a background/criminal history investigation of myself for the purposes of determining my eligibility of obtaining the requested license. I also hereby acknowledge that the facts presented herein are true and correct to the best of my knowledge. I also acknowledge that I have signed the same before a competent Notary Public. I understand that making any false statements on this application may be grounds for denial of license hereunder.

Signed _____

State of _____

City/County of _____, to wit:

I, _____, a Notary Public in the State and City/County
aforementioned declare that I personally know or was provided with sufficient identification of the
individual who has signed their name above.

Signed before me this _____ day of _____, _____.

NOTARY SEAL

NOTARY PUBLIC

My Commission Expires: _____

**Proof of a valid business license or exemption by the Williamsburg Commissioner
of Revenue must be presented before a license is issued.**

**Tour guide examinations shall be given at least quarterly and all applicants will be
notified by mail of test dates and times. A syllabus of study materials will be provided
to applicants that time.**

**Any questions concerning the completion or submission of this application should be
directed to Doug Davis at (757)259-7215.**

FOR OFFICE USE ONLY

Completed application received on: _____

Copy of Business License or Exemption received on: _____

Background/criminal history investigation was performed

on _____.

PASSED ☐ **or** **FAILED** ☐

Test date assigned: _____

PASSED ☐ **or** **FAILED** ☐

Fee paid on _____.